

# Principles of Team Leading TQUK Certificate Level 2

## Course Overview

This short course studied via distance learning is a great opportunity to improve your career prospects. Learn how to lead, motivate and develop your staff team. This is a great qualification if you are a team leader already or an aspiring team leader. Supervision, appraisal and delegation are all subjects covered within the course. Reflect on your own practices on setting smart targets and consider if you are managing your talent pool and resources effectively. This qualification is a welcome addition to any CV and shows an employer that you are serious about your continuous professional development. On average the course takes 14 weeks to complete. Time frame depends on the time you have available and your prior knowledge. Whether working online or with paper materials you are supplied with all the information required to complete the course. The assessments are made up of questions asking you to describe, explain, identify or list information. To be able to pass this qualification answers must be in your own words, using sentences and paragraphs.

## What you will learn

The qualification is available paper based or online and is comprised of the following units: Principles of team leading Understand business Understand how to communicate work related information Understand how to manage performance and conflict in the workplace Understand how to develop working relationships with colleagues Understand health and safety procedures in the workplace Understand how to develop and deliver a presentation After enrolment you are given 3 weeks for each submission, but if you require longer please contact the Distance Learning Team and they will happily agree an extension with you. If you have chosen to complete the course online you will receive a welcome email from Equal, our online learning platform. On there you will see a guidance video explaining how the platform works and you will find your initial submission dates there too. If you have chosen to receive a paper pack these will be sent out to you once you have completed the online enrolment. Your pack will contain a guidance sheet and your submission dates along with information on how to submit your work. This is a distance learning course, meaning all work is completed from home. You do not attend any classes. However, this doesn't mean you can't access support. We have a team of dedicated tutors available to provide any support you might need along the way.

## Entry Requirements

You must be over 19. You are asked to describe what you hope to achieve from the course during enrolment. This helps us to provide you the right advice and ensure you are on the right course and at the right level. If you are not a British Citizen you may have to complete a Fee Assessment to ensure you qualify for government funding.

## Course Fees

The level 2 distance learning courses are funded which is great news. If you are not a British Citizen you may need to complete a Fee Assessment to check funding eligibility.

## Course Progression

We have a huge choice of distance learning courses available at both level 2 and 3. At the end of your course your tutor may suggest a suitable option for you or you can contact the distance learning team to advise you on the courses available. We also have a careers team available via phone email or in person who can help to plan a career pathway for you.

## What Happens Next

If you would like to enrol, please click on Apply Now. You will then be directed to the application form, once complete you will be emailed a link to the full enrolment page, the link will ask for an Enrolment Code, this will be sent to you via text message. If you need any help with enrolment, please contact the College and we will guide you through the process.

## Course Details

Course Code	P00073
Start Date	Various
Study Hours	Part Time
Duration	9 weeks
Campus	DISTANCE
Level	2

Apply Here